

**SECRET**

14 DEC 1973

MEMORANDUM FOR: Acting Deputy Director for Management  
and Services

SUBJECT : Activity Report - Office of Finance

The following is a summary of certain significant activities of the Office of Finance for the week ended 14 December 1973:



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2. Payroll.

a. Programming and testing of year-end tax procedures for the revised automated payroll system are continuing. Corrections of minor program errors have been made this week by OJCS personnel. Compensation and Tax Division expects to complete user acceptance testing by 19 December 1973. The delay from the 8 December completion schedule for programming and testing does not affect the 7 to 11 January target date for distributing W-2's to employees paid biweekly.

b. We have requested all components at Headquarters to submit time and attendance reports for the pay period ending 22 December

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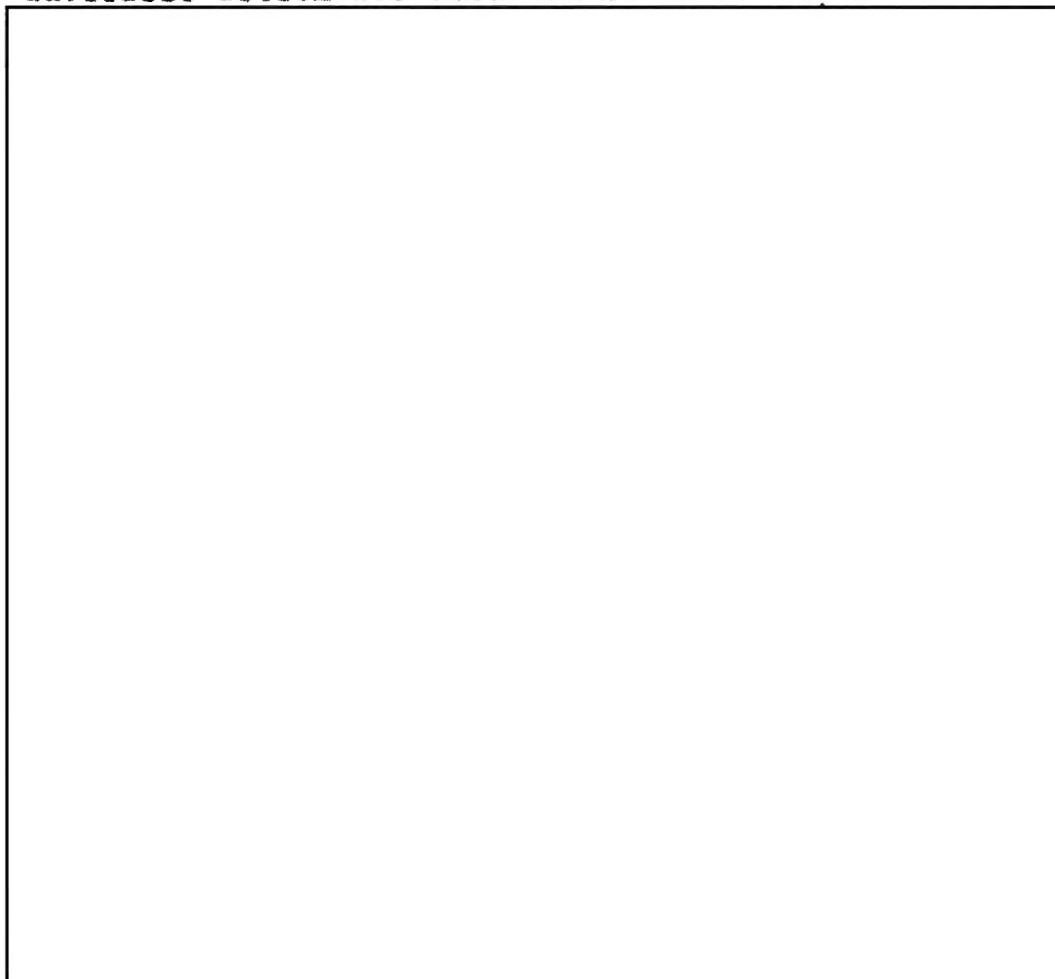
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by 2:00 o'clock on Friday, 21 December, because of the Monday holiday before Christmas. The processing which usually takes place on Monday and Tuesday will be accomplished on Friday and Saturday in order to maintain the scheduling necessary to produce the pay checks "on time".

3. OF/OJCS Project Review Meeting. Messrs. Yale, [ ] other OF representatives met with [ ] and key project personnel for the regular monthly review of project status.

4. Contracting Activity. [ ] attended an Agency Contract Review Board meeting at which favorable action was recommended on Office of



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Approved For Release 2002/06/18 : CIA-RDP84-00463R000100040055-1

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